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United States Department of State

Civil Service Careers

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United States
Department of State

Civil Service Careers

The Department of State, Washington, D.C.

An Equal Opportunity Employer

The Department of State is committed to equal employment opportunity and affirmative action, in accordance with the provisions of the Civil Service Reform Act of 1978, as amended, and the Foreign Service Act of 1980.

It is the official policy of the Department of State to provide equal opportunity to all applicants on the basis of merit and qualifications, without discrimination on the basis of race, color, religion, national origin, age, sex, marital status, or handicapping condition. This policy is promoted through various affirmative action programs which apply to the Department's personnel policies and practices for the recruitment, hiring, development, and advancement of employees and applicants for employment.

The Federal Equal Opportunity Recruitment Program (FEORP) is designed to assist in making all levels of the Civil Service work force representative of the American population. The Department of State actively participates in this recruitment program which affirmatively seeks minority and women applicants for all Civil Service positions. We encourage such qualified individuals to apply for employment with the Department of State.

Minority groups are identified as American Indian and Alaskan Native, Asian and Pacific Islander, Black, and Hispanic for Federal recruitment and employment purposes.

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History and Organization of the Department of State

Established in 1781, the Department of State is the oldest executive department of the U.S. Government. It is responsible for carrying out U.S. foreign policy and for maintaining diplomatic relations with other countries throughout the world. Headquartered in Washington, D.C., with some 230 Embassies and Consulates abroad, the Department of State stretches across the world to over 140 countries. Among its many activities, the Department:

- Negotiates treaties and agreements with other governments;
- Maintains a close relationship with Congress on matters of foreign affairs;
- Fosters international commercial, cultural, economic, scientific, and social development;
- Executes U.S. policy in the United Nations;
- Represents the United States at international conferences;
- Seeks to achieve a realistic system of world disarmament;
- Protects Americans and their property overseas; and
- Informs the American people about foreign affairs policies, objectives, and activities.

The Department is divided into 21 bureaus or offices with bureau status—5 are geographic and 16 are functional in nature. Each bureau, headed by an Assistant Secretary of State or an officer of equivalent rank, is divided into various subsidiary offices and divisions.

Geographic Bureaus

The five geographic bureaus—African Affairs, East Asian and Pacific Affairs, European and Canadian Affairs, Inter-American Affairs, and Near Eastern and South Asian Affairs—cover specific regions and are divided into "country desks." Each bureau conducts U.S. foreign relations with countries in its geographic region and also directs, coordinates, and supervises U.S. Government activities within those countries.

The bureaus receive reports from U.S. Embassies and Consulates by telegram, diplomatic pouch, telephone, and direct consultations in Washington and at overseas posts. They also serve as the official U.S. Government link with foreign embassies in Washington, D.C.

Functional Bureaus

Responsibilities of the 16 functional bureaus cut across geographic lines and include such areas of responsibility as administrative affairs, consular affairs, economic affairs, monetary affairs, public affairs, and scientific affairs. These functional bureaus work closely with other departments and agencies of the Federal Government which have expertise in such areas of domestic and foreign policy.

The functional bureaus include the Bureaus of Administration, Consular Affairs, Diplomatic Security, Economic and Business Affairs, Human Rights and Humanitarian Affairs, Intelligence and Research, International Narcotics Matters, International Communication and Information Policy, International Organization Affairs, Oceans and International Environmental and Scientific Affairs, Personnel, Politico-Military Affairs, Public Affairs, and Refugee Programs. The two functional offices with bureau status are Legislative and Intergovernmental Affairs and the Legal Adviser.

Vice President and Mrs. George Bush welcome Their Majesties King Birendra Bir Bikram Shah Dev and Queen Aishwarya Rajya Laxmi Devi Shah of the Kingdom of Nepal to the Department of State.

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Employees in the diplomatic lobby of the Department of State.

Field Offices

The Department of State also maintains a number of field offices in various parts of the United States for special purposes.

Passport Agencies

The Department has 13 Passport Agencies in various cities for the issuance of passports to U.S. citizens. Passport Agencies are located in Boston, Massachusetts; Chicago, Illinois; Honolulu, Hawaii; Houston, Texas; Los Angeles and San Francisco, California; Miami, Florida; New Orleans, Louisiana; New York, New York; Philadelphia, Pennsylvania; Seattle, Washington; Stamford, Connecticut; and Washington, D.C.

Despatch Agencies

The Department has Despatch Agencies located in Baltimore, Maryland; Miami, Florida; New York, New York; and San Francisco, California. These offices handle shipments of supplies, equipment, and mail to and from U.S. Embassies and Consulates abroad.

Security Offices

The Department has nine Security Offices for conducting background and criminal investigations, and for providing protection for visiting dignitaries. Security Offices are located in Boston, Massachusetts; Chicago, Illinois; Dallas, Texas; Los Angeles and San Francisco, California; Miami, Florida; New York, New York; Philadelphia, Pennsylvania; and Washington, D.C.

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Civil Service Career Opportunities

Most Department of State Civil Service career opportunities are in Washington, D.C.; however, a number of opportunities are available in field offices located throughout the country. The Department has a Civil Service work force of over 4,500 employees located in the main office building in Washington, D.C., or in several annexes—a large number of which are located in nearby Virginia.

The Department has a continuing need for Clerk-Stenographers, Clerk-Typists, and Clerks to work in Washington, D.C., and conducts an ongoing recruitment program to staff these positions. In addition, as vacancies become available, the Department also offers careers for Attorneys, Budget and Finance Officers, Computer Specialists, Electronics Engineers, Passport Examiners, Personnel Specialists, Public Information Specialists, Technical Information Specialists, and Visa Examiners.

Continuous Opportunities

Clerk-Stenographer, GS-3/5

Applicants must pass the U.S. Office of Personnel Management written clerical examination, or meet the appropriate experience and/or educational requirements for the respective grade level. Applicants also must pass a typing test at a minimum of 40 words per minute and a shorthand test at a minimum of 80 words per minute. The Department of State will arrange for the typing and shorthand tests for applicants in Washington, D.C. However, a certificate of proficiency from an accredited school is acceptable for meeting these skills test requirements.

A limited number of secretarial opportunities are available above the GS-5 level for applicants who have competitive Civil Service status at such levels.

Clerk-Typist, GS-2/4

Applicants must pass the U.S. Office of Personnel Management written clerical examination, or meet the appropriate experience and/or educational requirements for the respective grade level. Applicants also must pass a typing test at a minimum of 40 words per minute. The Department of State will arrange for the typing test for applicants in Washington, D.C. However, a certificate of proficiency from an accredited school is acceptable for meeting this skills test requirement.

Duties. Clerk-Stenographers and Clerk-Typists have many duties. They greet visitors; answer

A clerical training class at the Department of State.

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A Department of State communications employee.

telephones; make appointments; and take dictation and/or type correspondence such as telegrams, memoranda, reports, policy papers, and letters. Such employees may find themselves working for a political analyst, translator, security officer, lawyer, historian, or economist in carrying out their duties.

Clerk, GS-2/4

Applicants must pass the U.S. Office of Personnel Management written office assistant examination. This category includes Mail and File Clerks.

Duties. Clerks maintain records and files; receive, screen, and process many kinds of documents and correspondence; search for and report on information; sort papers for filing; arrange card files; and open, stamp, and distribute mail and other documents.

Appointments

Clerk-Stenographers, Clerk-Typists, and Clerks working for the Department of State are appointed from all parts of the country. The Department usually will pay transportation and moving expenses when a permanent appointment is made to a Civil Service position in a city other than the applicant's home.

Periodic Opportunities

Attorney

Employees perform work involved in preparing cases for trial or quasi-judicial hearings; and rendering legal advice on questions, regulations, practices, and other matters of concern to the Department of State; and preparing interpretative and administrative rules and regulations. Attorneys also draft, negotiate, and examine contracts and other legal documents required by the Department's activities.

Budget and Finance Officer

Employees perform or supervise work related to the systems of budget administration currently in use by the Department of State. Such work requires knowledge and skill in the application of related laws, regulations, policies, and techniques of budgeting.

Computer Specialist

Employees perform or supervise work necessary to design or implement systems for solving problems or accomplishing work procedures by the use of digital computers.

Electronics Engineer

Applicants must have a bachelor's degree in electrical/electronics engineering or a closely related area. A good understanding of engineering techniques and their application to the field of electronics is necessary. The work involves electrical circuits and elements, equipment systems, and associated functions.

Passport Examiner

Employees process applications for U.S. passports and related privileges and services. Passports are issued to U.S. citizens as evidence of their citizenship while traveling to foreign countries.

Personnel Specialist

Employees perform work in various personnel areas, including recruitment, selection and placement, employee development, training, classification, employee/management relations, and performance evaluation.

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Employees tour the diplomatic reception area of the Department of State.

Public Information Specialist

Employees perform work involved in disseminating information about government programs to the general public through channels such as newspapers, radio and television stations, and general circulation magazines.

Technical Information Specialist

Employees perform work concerned with analyzing and transmitting scientific, technological, and other specialized information, including acquisition, indexing, and preparation of abstracts.

Visa Examiner

Employees adjudicate cases concerning foreign citizens who have applied at U.S. Foreign Service posts for visas. These cases involve determinations of the applicant's suitability for admission to the United States under the provisions of the Immigration and Nationality Act.

Appointments

Appointments to these periodic positions are normally made through the Department of State's Merit Promotion and Placement Program or from current registers of eligible applicants provided by the U.S. Office of Personnel Management (OPM). If you are not familiar with the OPM register procedure, contact your local OPM Regional Office for further information. (See page 14 for the addresses of OPM Regional Offices.)

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Civil Service Recruitment Programs

The Department of State maintains a variety of recruitment programs to fill its vacant positions. As part of its nationwide recruitment efforts, special programs generally utilized by the Department are described below.

Disabled Veterans Program

The Disabled Veterans Affirmative Action Program provides employment and job advancement opportunities for qualified veterans who are 30% or more disabled. Such disabled veterans may be given a noncompetitive Civil Service appointment in a Federal agency, provided the veteran meets the appropriate background and experience requirements of the position being sought. Such an appointment may lead to conversion to career or career-conditional Civil Service status.

Veterans Readjustment Act Program

The Veterans Readjustment Act Program provides for the appointment to Civil Service positions of nondisabled Vietnam era veterans who have not completed more than 14 years of education. Such individuals may be hired for jobs from the GS-1 through the GS-9 level without general Civil Service examinations, provided that the veteran agrees to participate in a program of education and training following employment. This educational requirement does not apply to compensably-disabled Vietnam era veterans, nor to Vietnam era veterans discharged because of service-connected disabilities.

Handicapped Program

The Federal Government's Affirmative Action Program for the Handicapped provides equal opportunity for employment to qualified handicapped individuals consistent with their skills, abilities, and capacity for effective job performance.

Physically and mentally handicapped applicants who meet minimum qualification requirements for specific positions may be appointed under Schedule A of the Civil Service appointment procedures. Provisions are made for noncompetitive conversion of such eligible handicapped employees to competitive Civil Service status after 2 years of successful performance on the job.

Mentally restored applicants who meet minimum qualification requirements established for specific positions may be appointed under Schedule B of the Civil Service appointment procedures for a period not to exceed 2 years. Such employment does not permit conversion to competitive Civil Service status, but it does allow applicants to update their skills and to establish a successful performance record as a basis for continuing employment.

The Department of State actively seeks qualified handicapped candidates for all of its vacant positions, and encourages all those eligible to apply for consideration.

Student Intern Programs

The Department of State Student Intern Programs are designed to offer highly qualified college and university junior, senior, and graduate students the opportunity to gain firsthand knowledge of the foreign affairs process. The purpose of these intern programs is to encourage students to consider careers in the field of foreign affairs and to aid the Department in the fulfillment of its mission.

The Department conducts two intern programs: (1) Paid Summer Interns who serve between May and September, and (2) Work-Study Interns (uncompensated) who serve for one semester or quarter throughout the academic year.

Most internships are in Washington, D.C., but occasional openings exist for Work-Study Program interns to serve at U.S. Foreign Service posts abroad.

Interns are given professional-level responsibilities. Both Work-Study and Paid Summer Interns are assigned duties such as conducting research, preparing reports, drafting replies to correspondence, working in the computer field, analyzing international issues, and assisting in cases related to domestic and international law.

The application deadline for both summer programs is November 1, of the preceding year. The application deadline for a spring or fall Work-Study internship is 6 months before the period during which applicants wish to serve.

Presidential Management Intern Program

The purpose of the Presidential Management Intern Program is to attract to the Federal Government outstanding men and women from a variety of academic disciplines who have clear interest in, and commitment to, a career in the analysis and management of public policies and programs.

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Internships are available in a limited number of functional areas. In addition to generalist management assignments, positions may include management analysis, personnel management, budget analysis, systems analysis, administrative functions, international trade, and grant/contract policy analysis. The Department of State participates in this intern program, which is administered by the U.S. Office of Personnel Management.

Summer Clerical Program

The Department of State annually hires a number of stenographers, typists, and clerks through its Summer Clerical Program to work in Washington, D.C. The application deadline is December 31 each year for employment during the following summer. Applicants for Clerk-Typist and Clerk-Stenographer summer positions must pass a typing test at a minimum of 40 words per minute. In addition, Clerk-Stenographer applicants must pass a shorthand test at a minimum of 80 words per minute. The Department will arrange for such tests for applicants in Washington, D.C. However, a valid certificate of proficiency from an accredited school is acceptable for meeting these test requirements. Summer employees are hired for the period May through September each year.

Summer Aide Program

The Department of State annually hires a small number of employees to work in Washington, D.C. and various field offices through its Summer Aide Program. The application deadline is December 31 each year for employment during the following summer. The program is designed to provide temporary jobs for applicants who are at least 18 years of age and who meet certain economic need criteria prescribed by the U.S. Office of Personnel Management. Applicants must obtain certification from their local State Employment

A Department of State Despatch Agent at work (above); shipments of supplies and equipment destined for U.S. Embassies and Consulates abroad (left).

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Employees observe a word processing demonstration at the Department of State.

Service Office stating that they meet the need criteria. Summer Aides are hired for the period May through September each year.

High School Cooperative Program

The Department of State hires a limited number of high school students to work in Washington, D.C. through its High School Cooperative Program. Applicants must be recommended by their school officials to participate in this vocational program, which is designed to provide part-time jobs for high school students by combining periods of study with periods of related work. Applicants must be at least 16 years of age. High School Cooperative Trainees are hired for the period September through June each year.

Merit Promotion Program

The Civil Service Merit Promotion and Placement Program provides for an open and equitable assignment system which assures that vacant positions may be filled with qualified candidates from within the Department of State or, when appropriate, with other current or former Federal employees. The program applies to all competitive positions in the General Schedule (GS-1 through GS-15). The method which the Department uses to recruit candidates for vacancies under this program is through the issuance of weekly Job Opportunity Announcements.

Applicants must be currently in the competitive Civil Service or else have reinstatement/appointment eligibility to the competitive Civil Service. Those with such status are encouraged to write the Department of State, Bureau of Personnel, Merit Promotion Division, Washington, D.C. 20520, or telephone (202) 647-7151, 52, or 53, for further information on current vacancies for which they might apply.

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Benefits

Annual Leave

Full-time employees earn annual leave in proportion to their length of Federal service (including prior military service) as follows:

- 13 days of annual leave during each of the first 3 years of employment,
- 20 days each year for 3 to 15 years of service, and
- 26 days each year after 15 years of service.

Up to 30 days of annual leave may be accumulated and carried over from year to year. Annual leave for part-time employees is prorated, based on their established work schedule.

Sick Leave

Regardless of length of service, employees earn 13 days of sick leave each year. Unused sick leave accumulates indefinitely to protect employees from loss of salary because of illness. Employees who work on a part-time basis with an established work schedule earn sick leave at the rate of 1 hour for each 20 hours of duty.

Health Insurance

Employees and their families may elect one of several Federal Government-approved health insurance plans. The Department of State pays a substantial part of the cost.

Life Insurance

Employees may elect low-cost Federal Government-sponsored term life insurance coverage. The amount of insurance is based on the employee's salary, and coverage includes additional payment for accidental death. Further insurance is available at the employee's option.

Official Holidays

Federal employees are granted nine official holidays each year: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Salary Schedule for Federal Workers (Effective January 6, 1985)

Civil Service Grade	Salary Range
GS–18	$84,157*
GS–17	$71,804–81,376*
GS–16	$61,296–77,640*
GS–15	$52,262–67,940
GS–14	$44,430–57,759
GS–13	$37,599–48,876
GS–12	$31,619–41,105
GS–11	$26,381–34,292
GS–10	$24,011–31,211
GS–9	$21,804–28,347
GS–8	$19,740–25,662
GS–7	$17,824–23,170
GS–6	$16,040–20,855
GS–5	$14,390–18,710
GS–4	$12,862–16,723
GS–3	$11,458–14,896
GS–2	$10,501–13,216
GS–1	$ 9,339–11,686

*Salary limited by 5 USC 5308 to $88,700.

Retirement

The Federal Government offers excellent retirement benefits for Civil Service employees. Regular deductions for retirement are automatically withheld from each employee's salary check.

Extra Benefits

Periodic Salary Increases for satisfactory on-the-job performance.

Promotions, and assignments with known promotion potential, are awarded on the basis of merit, after appropriate competition.

On-the-job training provides the opportunity to gain further experience while employed. When appropriate, the Department pays for job-related training courses offered by the U.S. Office of Personnel Management, other Federal Goverment agencies, private organizations, and local colleges and universities.

Incentive awards granted for recognition of superior ideas and outstanding individual and group performances.

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Appointments

Civil Service positions are filled in accordance with rules and regulations of the U.S. Office of Personnel Management and Department of State personnel policies. Appointments are based on competitive standards established by OPM, which insures that all applicants who are qualified have an equal opportunity to compete for any position.

Qualification requirements include such factors as educational background, previous work experience, appropriate time-in-grade requirements, and scores on written examinations and skills tests administered by the U.S. Office of Personnel Management and the Department of State.

Eligibility

To qualify for a Civil Service position with the Department of State applicants must be:

- U.S. citizens,
- At least 18 years of age (or at least 16 years of age, if a high school graduate), and
- Able to pass a thorough background investigation.

The purpose of the background investigation is to determine that an applicant's character, reliability, and trustworthiness are such that the applicant can assume the responsibility of employment with a Government agency which deals with matters of national security. The background investigation may take up to 6 months or longer to complete.

How To Apply

The Department of State Employment Information Office is located at 22d and D Streets NW., Washington, D.C. Office hours are from 9 a.m. to 4:30 p.m., Monday through Friday. Interviews for stenographer, typist, and clerk positions are given from 9 a.m. to noon and from 2 p.m. to 4 p.m. each workday. The telephone number is (202) 647–6132. Applicants also may write to the U.S. Department of State Recruitment Division, Box 12209, Rosslyn Station, Arlington, Virginia 22209, for further information.

Foreign Service Career Opportunities

The Department of State also offers overseas career opportunities in the Foreign Service for employment as Foreign Service Officers, Secretaries, Support Communications Officers, and other specialist categories. Interested applicants may write to the U.S. Department of State Recruitment Division, Box 9317, Rosslyn Station, Arlington, Virginia 22209, for further information on Foreign Service careers.

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Addresses of Department of State Regional Passport Agencies

Boston
John F. Kennedy Building
Room E123
Government Center
Boston, Massachusetts 02203

Chicago
Kluczynski Federal Office Building
Suite 380
230 South Dearborn Street
Chicago, Illinois 60604

Honolulu
New Federal Office Building
Room C-106
300 Ala Moana Boulevard
Honolulu, Hawaii 96850

Houston
One Allen Center
500 Dallas Street
Houston, Texas 77002

Los Angeles
Federal Office Building
Room 13100
11000 Wilshire Boulevard
West Los Angeles, California 90024

Miami
Federal Office Building
Room 804
51 SW. First Avenue
Miami, Florida 33130

New Orleans
International Trade Mart
Room 400
2 Canal Street
New Orleans, Louisiana 70130

New York
Rockefeller Center
Room 270
630 Fifth Avenue
New York, New York 10111

Philadelphia
Federal Office Building
Room 4426
600 Arch Street
Philadelphia, Pennsylvania 19106

San Francisco
Suite 200
525 Market Street
San Francisco, California 94105

Seattle
Federal Office Building
Room 906
915 Second Avenue
Seattle, Washington 98174

Stamford
One Landmark Square
Broad & Atlantic Streets
Stamford, Connecticut 06901

Washington, D.C.
1425 K Street, NW.
Washington, D.C. 20324

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Addresses of Department of State Despatch Agencies

Baltimore
Room 403
40 South Gay Street
U.S. Customs House
Baltimore, Maryland 21202

Miami
Federal Aviation Administration
Building 3050, Suite 100
Miami Airport
Miami, Florida 33152

New York
90 Church Street
Room 1317
New York, New York 10007

San Francisco
555 Battery Street
San Francisco, California 94111

Addresses of Department of State Regional Security Offices

Boston
John F. Kennedy Building
Room 405C
Government Center
Boston, Massachusetts 02203

Chicago
Dirksen Federal Building
Suite 1378
219 South Dearborn Street
Chicago, Illinois 60690

Dallas
Federal Building
Room 7C-44
1100 Commerce Street
Dallas, Texas 75242

Los Angeles
Federal Building
Room 8120
300 North Los Angeles Street
Los Angeles, California 90012

Miami
Federal Office Building
Room 1627
51 SW. First Avenue
Miami, Florida 33130

New York
Suite 3409
26 Federal Plaza
New York, New York 10278

Philadelphia
Mall Building
Room 512
325 Chestnut Street
Philadelphia, Pennsylvania 19106

San Francisco
Federal Building
Room 13347
450 Gate Avenue
San Francisco, California 94102

Washington, D.C.
Room 4001
1800 North Kent Street
Arlington, Virginia 22209

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Addresses of U.S. Office of Personnel Management Regional Offices

Atlanta
U.S. Office of Personnel Management
75 Spring Street, SW.
Atlanta, Georgia 30303

Boston
U.S. Office of Personnel Management
John W. McCormack Post Office and Courthouse
Boston, Massachusetts 02109

Chicago
U.S. Office of Personnel Management
Federal Office Building
230 S. Dearborn Street, 31st floor
Chicago, Illinois 60604

Dallas
U.S. Office of Personnel Management
1100 Commerce Street
Dallas, Texas 75242

Denver
U.S. Office of Personnel Management
Building 20, Denver Federal Center
Denver, Colorado 80225

New York
U.S. Office of Personnel Management
26 Federal Plaza
New York, New York 10278

Philadelphia
U.S. Office of Personnel Management
600 Arch Street
Philadelphia, Pennsylvania 19106

St. Louis
U.S. Office of Personnel Management
1520 Market Street
St. Louis, Missouri 63103

San Francisco
U.S. Office of Personnel Management
525 Market Street, 23d floor
San Francisco, California 94105

Seattle
U.S. Office of Personnel Management
Federal Building, 26th floor
915 Second Avenue
Seattle, Washington 98174

Washington, D.C.
U.S. Office of Personnel Management
1900 E Street NW.
Washington, D.C. 20415

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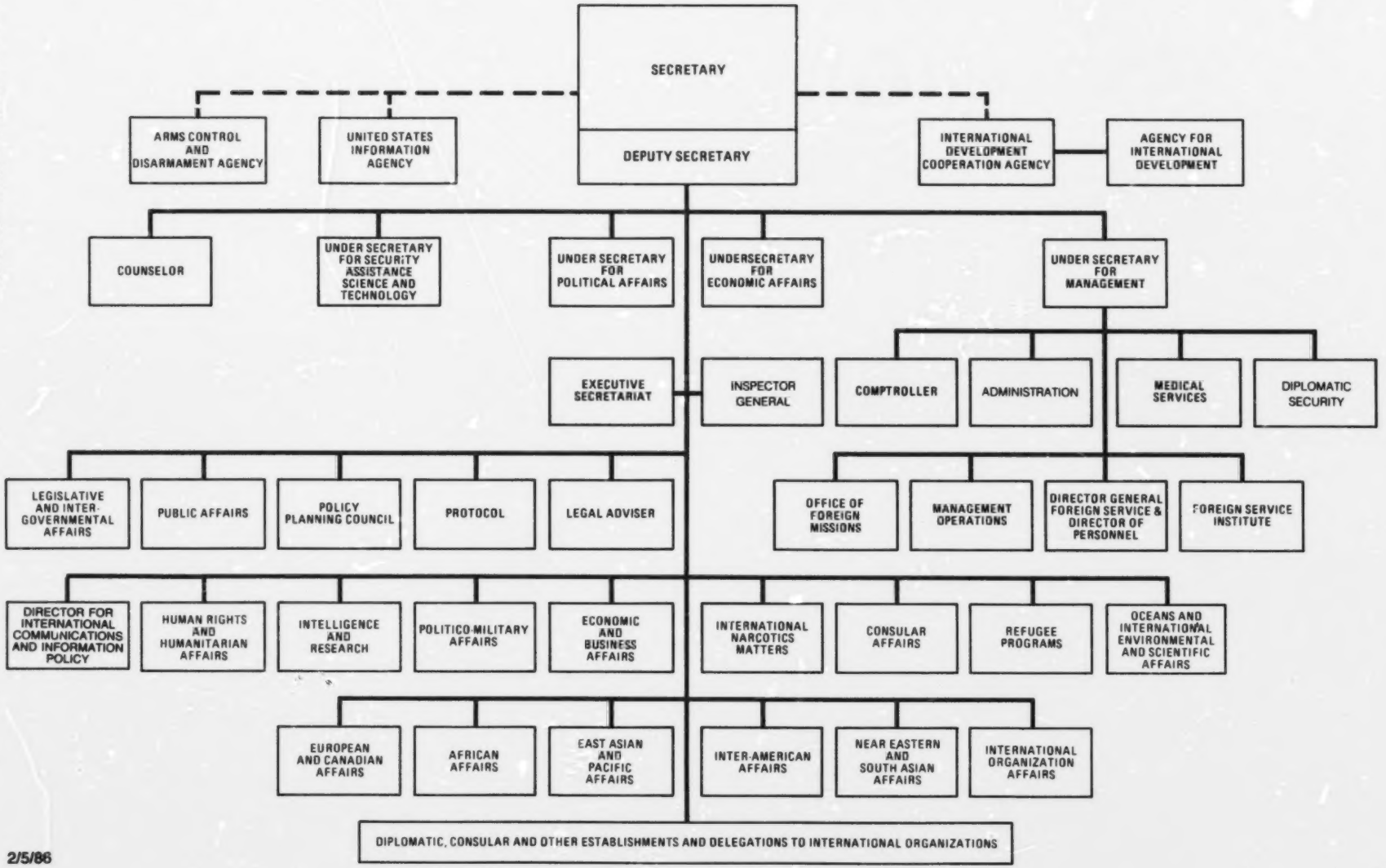
Organization Chart of the Department of State



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